

NC CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2009 APPLICATION PACKAGE CHECK LIST

- ☐ **1. Application Cover Sheet:** Complete Standard Form 424 (SF-424) Application for Federal Assistance
- ☐ **2. Project Summary Sheet:** (Two pages maximum, template available)
 - a. Project Title
 - b. Project Director name, contact information (including e-mail)
 - c. Names and affiliations of project collaborators
 - d. Project Purpose
 - e. Project Deliverables/Products
 - f. Project Scope/Area
 - g. Project Start and End Dates (Projects should plan to begin no earlier than October 1, 2009 and not later than October 30, 2009)
 - h. North Carolina CIG Applicable Proposal Review Group topic: Water Resources, Soil Resources, Atmospheric Resources, Grazing Land, Forest Health, Wildlife Habitat, Priority Resources, Improved On-Farm Energy Efficiency, Water Management, Improved Nutrient Management to Improve Water Quality, Air Quality, Market-based Approaches, and Conservation Technology Transfer to Targeted Groups of Farmers and Ranchers
 - i. Declaration of EQIP Eligibility
 - j. Brief summary of project.
- ☐ **3. One-Page Abstract:** (non-confidential summary describing the project and expected outcomes and benefits)
- ☐ **4. Project Description:** (15 pages maximum, double spaced, single sided, 12 point font)
 - a. Project narrative
 - b. Project background
 - c. Project objectives
 - d. Project methods
 - e. Location and size of project area (include a map if possible)
 - f. Producer participation
 - g. Project action plan and timeline
 - h. Project management
 - i. Benefits or results expected and transferability
 - j. Project evaluation
 - k. Environmental information and assessment of environmental impacts
- ☐ **5. Budget Information:** Submit a completed Standard Form 424A (SF-424a) Budget Information-Non-Construction Programs
- ☐ **6. Budget Narrative:** Submit a detailed budget narrative (maximum of 3 pages)
- ☐ **7. Declaration of Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher (Special Provisions):** If applicable, include a statement

declaring your status as a Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher, or Community-based Organization representing these entities.

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8. Declaration Environmental Quality Incentives Program (EQIP)

Eligibility: Include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP. (If EQIP eligible producers are not involved, the proposal will be considered ineligible.)

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9. State Conservationist Letter of Review : Include documentation showing that the proposal was sent and review by the State Conservationist(s)

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10. Certifications: Complete Standard Form 424B (SF-424b) Assurances-Non-Construction Programs

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11. DUNS Number: For information about how to obtain a DUNS number go to www.grants.gov/RequestaDUNS or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

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12. Required Central Contractor Registration (CCR) Registration: Visit www.ccr.gov to register.

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13. Optional Authorization for Release of Application: Template available at <http://www.nc.nrcs.usda.gov/programs/CIG/index.html>

***IMPORTANT: APPLICATIONS MISSING ANY OF THESE REQUIRED ITEMS,
1-12, WILL NOT BE CONSIDERED***